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Approved For Release 2003/04/29 : CIA-RDP84-00780R006300130005-6

16 December 1974

MEMORANDUM FOR: Executive Officer  
Directorate of Administration

SUBJECT : Preparation of a Plan for Conversion  
of Intelligence Reporting to Metric  
Units of Measure

REFERENCES : (a) Report of the USIB Metric Panel,  
USIB-D-27.812, 25 February 1974 ☐ 25X1

(b) Memorandum for Holders USIB-D-27.812,  
14 March 1974

(c) Memorandum for Holders USIB-D-27.812,  
24 June 1974

1. The referenced documents call for each component of the Intelligence Community to prepare a plan for conversion to the use of metric units in intelligence reporting by 31 March 1975. This date represents a postponement of about six months, yet my observation is that few units have begun development of such plans. The passage of national legislation aimed at US conversion to the metric system which is to be the trigger for institution of these plans remains uncertain. Thus, plans must accommodate this uncertainty.

2. The USIB Metric Panel suggests that unit plans be kept as simple and untrammelled as possible. The plans should at a minimum provide for:

- training personnel in the use of metric units of measure quickly following passage of the legislation;
- reporting in conventional and metric units within 2 months after passage of the basic legislation (except where units are already using metric units of measure); and


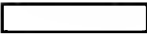
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- reporting only in metric units of measure within 20 months after passage of the basic legislation.

The plans may need to confront the eventual <sup>have</sup> ~~overall~~ of large files which do not at present contain metric units of measure. The USIB instruction stipulates no deadline for conversion of files to metric units of measure, leaving this move wholly to the individual members.

3. To permit a review of Agency component plans for internal consistency prior to the submission of an Agency Plan to USIB, ~~I will~~ need to have the plans for your component by 17 March 1975. I will be prepared to consult with any members of your organization working on such plans and facilitate their contact with expert consultants where required. (Room 4F38 Hqs.,   


  
CIA Member, USIB /  
Metric Panel

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TRANSMITTAL SLIP	
17 Dec 1974	
TO: EO/DDA	
	BUILDING HQS.
REMARKS:	
<p>Check out as to get in touch - call Dept. Sec. - Review previous! Do this as needed! All completed and checked!</p>	